

CLERK III

PURPOSE AND NATURE OF WORK

Positions in this class independently perform tasks of highest degree of responsibility and difficulty while remaining general-clerical in nature. These tasks include contract preparation, extensive reports requiring calculations, interpretation of reports and providing appropriate services or daily operations using criminal, police or investigatory files. Incumbents usually work under the direction of a division manager and may lead others in area of expertise, but are not supervisory positions.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Prepares and types the Discharge Monitoring, electric and chemical usage reports for six wastewater treatment plants. Oversees a sewer leak reduction program, determines ownership of property, makes monthly reports. Reviews proposed contracts, makes additions/deletions in order to comply with standards, prepares and types specifications, change orders and payments. Maintains confidential records, lists and results of an employee drug testing program. Interprets meter readers' exception reports, analyzes past consumption, schedules maintenance, repair and/or re-reading. Maintains and analyzes records of meter readers routes, times spent and recommends revisions, combinations or modifications of routes. Receives and inputs electrical outage reports or wastewater collection trouble reports, and schedules maintenance/field assessment. Monitors alcohol traffic action campaign cases; prepares animal control division offense reports; police department payroll and personnel records. Maintains records of, and independently initiates needed activities on, maintenance contracts for large amounts of I.B.M. equipment in different departments. Reviews business permit applications' compliance with ordinances; issues permits or explains to citizens what is needed.

Performs related work as required, including typing, filing, purchase requisitions, direct pays, time sheets when not engaged in primary responsibility described above.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of processes, files, reports and services provided in area of assignment.

Knowledge of ordinances, policies, regulations, methods and materials in area of assignment.

Knowledge of grammar, spelling and arithmetic.

Ability to work independently and diligently on detailed clerical tasks.

Ability to communicate clearly, both verbally and in writing.

Ability interpret mathematical reports, contract documents, or related subject depending on area of assignment.

Ability to form and maintain productive working relationships with the public, employees and elected officials.

DESIRABLE EDUCATION AND EXPERIENCE

Completion of high school, supplemented by college level course work in business, office administration or liberal arts and sciences, and extensive progressively responsible experience in area of assignment, or an equivalent combination of education and experience in clerical positions of higher responsibility.

SPECIAL NECESSARY QUALIFICATION

Ability to type at 45 correct words per minute.